



Filing T4 and T4A Slips for 2012

ComVida[®] EMS 4.1 provides two main filing methods – paper or electronic submission. The electronic method will create an XML file which can be sent to the CRA through the internet. The CRA requires mandatory electronic filing in XML format when employers file more than 50 (per slip type) T4, T4A, etc.

The employee always receives two copies of his/her T4 regardless of how you file your tax slips with the CRA. One copy is retained by the employer for a minimum of six completed years.

If you are submitting T4s and/or T4As for more than one Payroll Account Number (Business Number), then you must repeat steps 1.1 to 1.2 for each Payroll Account Number.

***Note:** All payments with a pay date in 2013 are to be reported on T4 slips for 2013 regardless of when the pay period occurred in which the work was performed. This means that a pay period ending in December 2012 with a pay date in January 2013 must be set up as pay period 1 of 2013. The last pay period of 2012 must be paid in 2012 in order to correctly report on the T4 slips.*

1.1 Generating T4 and T4A data

1. Click **Tools** | **Generate T4 Slips**

The screenshot shows a web browser window with a dialog box titled "Generate T4 Slips". The dialog is organized into three main sections:

- Employee:** Contains radio buttons for "All", "Employee:", "Employee Type Block:", and "Payroll Type Block:". The "Employee:" option is selected, and the dropdown menu shows "Aabjerg, Lise (AABJE,L)".
- Options:** Contains several dropdown menus and radio buttons. "Year:" is set to "2012". "Payroll Account:" is "123456789RP0001". "Data Type:" has radio buttons for "Original" (selected) and "Amendment:", with "Amendment:" set to "1". "EI Class:" is "(All)". "Empl Type Code (Box 29):" is "(None)".
- Summary Information:** Contains two sub-sections: "Proprietor Social Insurance Numbers" with two input fields labeled "1:" and "2:", and "Employer's Contributions" with two input fields: "Canada Pension Plan:" (124,783.30) and "Employment Insurance:" (115,345.56).

At the bottom right of the dialog are two buttons: "Generate" and "Cancel".

- In the Employee section, select the employees for whom slips are to be generated. This can be all employees, a selected employee, or a group of employees using the Employee Type Block or the Payroll Type Block.
- In the Options section, select the Year (2012), the Payroll Account #, the Data Type (Original), the EI Class (Q or U, if applicable) and the Employment Code for Box 29 (if applicable).
- In Summary Information, enter the Proprietor SINs (if applicable) and the total **Employer's Contributions** for CPP and EI.
Note that you can edit the Total Employer CPP and Total Employer EI in the T4/T4A Company Info page.
- Click **Generate**.
- The T4 Summary Report will be displayed, which you can print for review. T4 information can also be reviewed on the T4 Slips page.
- Repeat step 2 for each Payroll Account #, and if adjustments are required.

2. Click **Tools** | **Generate T4A Slips**

The screenshot shows a web browser window titled "Webpage Dialog" displaying the "Generate T4A Slips" form. The form is divided into three main sections: "Employee", "Options", and "Summary Information".

- Employee Section:** Contains radio buttons for "All", "Employee:", "Employee Type Block:", and "Payroll Type Block:". The "Employee:" dropdown is set to "Aabjerg, Lise (AABJE,L)". The "Employee Type Block:" and "Payroll Type Block:" fields contain masked text "??-??-??-??" with a search icon.
- Options Section:** Contains a "Year:" dropdown set to "2012", a "Payroll Account:" dropdown set to "123456789RP0001", a "Data Type:" section with radio buttons for "Original" (selected) and "Amendment:" set to "1", and an "EI Class:" dropdown set to "(All)".
- Summary Information Section:** Contains two sub-sections: "Proprietor Social Insurance Numbers" with two input fields labeled "1:" and "2:", and "Employer Registered Pension Plan Numbers" with three input fields labeled "1:", "2:", and "3:".

At the bottom right of the form are "Generate" and "Cancel" buttons.

- In the Employee section, select the employees for whom slips are to be generated. This can be all employees, a selected employee, or a group of employees using the Employee Type Block or the Payroll Type Block.
- In the Options section, select the Year (2012), the Payroll Account #, the Data Type (Original) and the EI Class (Q or U, if applicable).
- In Summary Information, enter the Proprietor SINs (if applicable) and the Employer RPP Numbers (if applicable).
- Click **Generate**.
- The T4A Summary Report will be displayed, which you can print for review. T4A information can also be reviewed on the T4A Slips page.
- Repeat step 3 for each Payroll Account #, and if adjustments are required.

3. Review T4 / T4A data on the **T4 Slips** page and/or the **T4A Slips** page

#	Year	Payroll Acct #	Amend	Code	Submitted	Box 14	Box 16	Box 17	Box 18
X	2012	123456789RP0001	1	LUCK,C	<input type="checkbox"/>	8,292.24	323.83		
X	2012	123456789RP0001	1	MISH,S	<input type="checkbox"/>	17,848.80	796.87		
X	2012	123456789RP0001	1	MORA,C	<input type="checkbox"/>	22,861.08	1,044.98		
X	2012	123456789RP0001	1	NEYP,H	<input type="checkbox"/>	18,461.60	827.18		
X	2012	123456789RP0001	1	PALM,A	<input type="checkbox"/>	7,714.21	295.23		
X	2012	123456789RP0001	1	PUNL,P	<input type="checkbox"/>	17,608.80	785.00		
X	2012	123456789RP0001	1	REPS,H	<input type="checkbox"/>	15,420.00	677.43		
X	2012	123456789RP0001	1	SAND,B	<input type="checkbox"/>	17,330.40	771.22		
X	2012	123456789RP0001	1	SMIT,B	<input type="checkbox"/>	11,352.80	482.01		
X	2012	123456789RP0001	1	SMIT,H	<input type="checkbox"/>	22,861.08	1,044.98		
X	2012	123456789RP0001	1	SMIT,J	<input type="checkbox"/>	404.71	13.37		
X	2012	123456789RP0001	1	STEW,B	<input type="checkbox"/>	390.40	12.66		
X	2012	123456789RP0001	1	TEBE,E	<input type="checkbox"/>	161.89	1.35		
X	2012	123456789RP0001	1	TRENT,A	<input type="checkbox"/>	17,455.44	777.45		
X	2012	123456789RP0001	1	WALK,S	<input type="checkbox"/>	136.65	0.10		

- Every T4 / T4A slip generated can be viewed on these pages.
- Click **Print** to print a summary of one or all slips.

Employee

- All
- Employee: Aabjerg, Lise (AABJE,L)
- Employee Type Block: ???-??-??-??
- Payroll Type Block: ???-??-??-??

Options

Year: 2012

Payroll Account: 123456789RP0001

Data Type: Original Amendment: 1

EI Class: (All)

Format

- Summary
- Employer (1 Copy)
- Employee (2 Copies)
- Print 2nd Page (Box Descriptions)?

Print Email Cancel

1.2 Printing and Emailing T4 and T4A Slips

T4 and T4A slips can be printed and emailed as many times as necessary. To print and/or email the T4 slips (or T4A slips), click **Print** on the **T4 Slip** page (or T4A Slip page), or click **Tools | Print/Email T4 Slips** (or Print/Email T4A Slips).

The screenshot shows a web-based dialog box titled "Generate T4 Slips -- Webpage Dialog" with a sub-header "Print T4 Slips". The dialog is divided into three main sections: "Employee", "Options", and "Format".

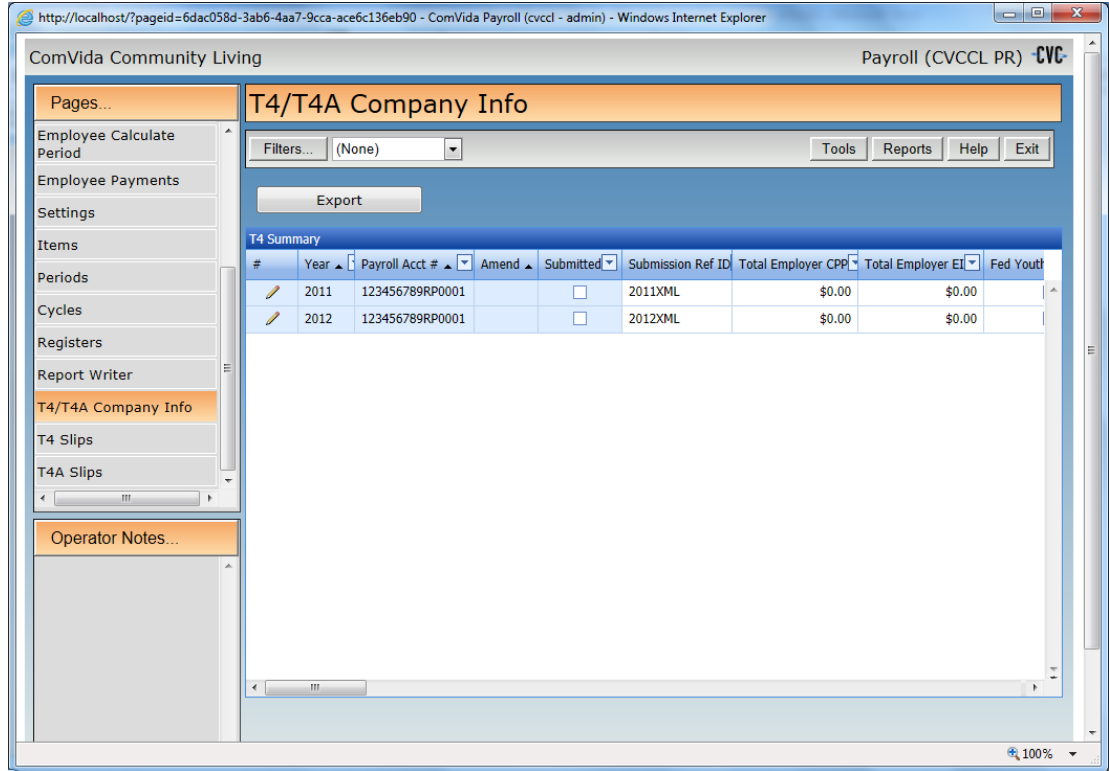
- Employee Section:** Contains radio buttons for "All", "Employee:", "Employee Type Block:", and "Payroll Type Block:". The "Employee:" dropdown is set to "Aabjerg, Lise (AABJE,L)". The other two dropdowns show "??-??-??-??" with ellipses.
- Options Section:** Contains dropdown menus for "Year:" (2012), "Payroll Account:" (123456789RP0001), and "EI Class:" ((All)). It also has radio buttons for "Data Type:" (Original, Amendment: 1).
- Format Section:** Contains radio buttons for "Summary", "Employer (1 Copy)", and "Employee (2 Copies)". A checkbox labeled "Print 2nd Page (Box Descriptions)?" is checked.

At the bottom right of the dialog are three buttons: "Print", "Email", and "Cancel".

- In the Employee section, select the employees for whom slips are to be printed or emailed.
- In the Options section, select the Year (2012), the Payroll Account #, the Data Type (Original) and the EI Class (Q or U, if applicable).
- In the Format section, select **Summary** to print a summary of the slips for verification purposes. Select **Employer (1 Copy)** to print the employer's copy (1 slip per employee, 2 slips per page). Select **Employee (2 Copies)** to print the employee copy (2 slips per employee per page). Put a check mark next to **Print 2nd Page (Box Descriptions)** if you wish to print the second page for each employee.
- The Print button will print the slips and present them in report viewer. The Email button will print the slips and also email them to the **Pay Slip Email Address** on the HR Bank Accounts page. Note: the **Email** button is only available when **Employee (2 Copies)** is selected.

1.3 Exporting T4 and T4A slips

1. On the **T4/T4A Company Info** page, edit each 2012 entry to ensure that all the required information has been entered.



- Some information, such as Employer and Transmitter names and addresses, is already entered for you. The Employer's Contributions for CPP and EI will appear as entered in the Generate T4 Slips dialog (see step 1 in section 1.1).
- The Transmitter Num is the transmitter number assigned by CRA. If left blank, it will default in the XML file to the generic transmitter number MM555555.
- Enter the contact information for the Technical Contact (Tech Name, Tech Area Code, Tech Phone, Tech Email) and Accounting Contact (Acct Name, Acct Area Code, Acct Phone). You must provide both a Technical contact and an Accounting contact. Normally they will be the same person, e.g. the person who prepared the T4s is the technical contact, and the person who normally does Payroll is the accounting contact.
Note that the Tech Phone and Acct Phone must be entered in the format of 3 numeric, followed by (-) and 4 numeric, e.g. 333-4444.

2. Click the **Export** button, or **Tools | Export T4/T4A Slips**

Export T4/T4A Slips -- Webpage Dialog

Export T4/T4A Slips

Options

Year: 2012

Payroll Account: Payroll Account All
123456789RP0001

Data Type: Original Amendment: 1

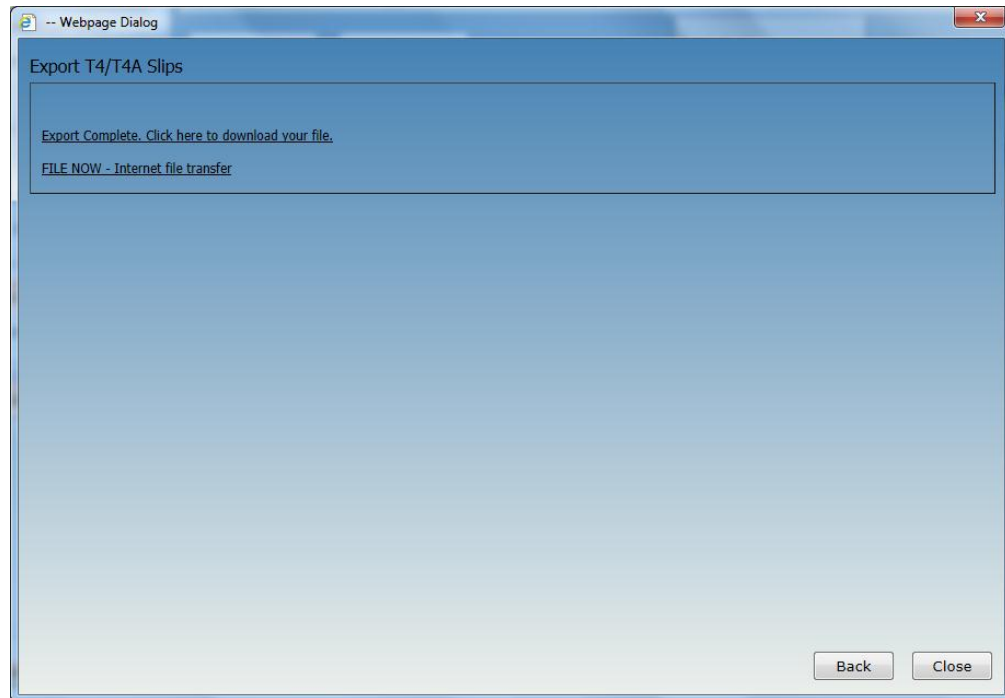
Cancel Slips:

Validate Export File:

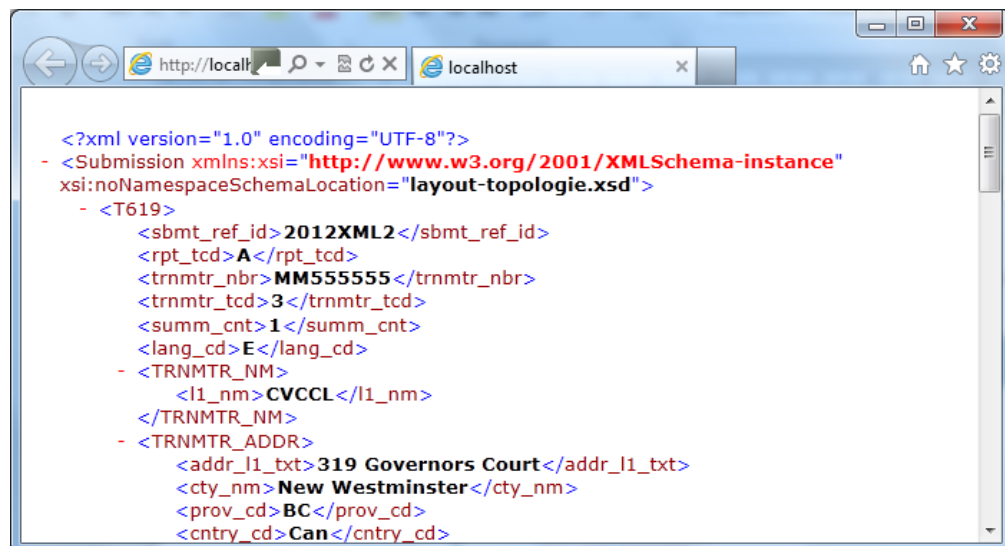
Please review the Transmitter and Employer addresses in the T4/T4A Company Info page before exporting.

Export Cancel

- Note the message reminding you to “Please review the Transmitter and Employer addresses in the T4/T4A Company Info page before exporting”.
- In the Options section, select the Year (2012), the Payroll Account or All, and the Data Type (Original).
- Click **Export**.



- If any errors are detected, an error report will be generated. You will have to fix the errors before continuing.
- If there are no errors, click on **Export Complete. Click here to download your file.** The XML file will be displayed. Save it your disk in a location from which you can upload it to CRA.



- Click **FILE NOW – Internet file transfer** if you have your CRA login information and are ready to upload the file immediately. This link takes you to the CRA Internet file transfer website.

1.4 Other filing methods

1.4.1 Year-end Fillable Forms

CRA has a number of forms that can be filled out online and then printed for submission of the paper copy. These forms include T4, T4 Summary, T4A, T4A Summary. The paper method of filing can be used when there are not more than 50 slips.

1.4.2 T4 Web forms

This filing option can be used, effective January 2013, to file 1 to 100 original or amended T4 slips. You will need a compatible browser to complete, print, and submit a T4 information return. Detailed instructions are provided on the web page, and computer requirements are detailed on the CRA web site.

<http://www.cra-arc.gc.ca/esrvc-srvce/rt/t4-wbfrms/menu-eng.html>

1.4.3 T4 Desktop Application

This filing option will no longer be available as of January 2013.

1.5 Filing deadline and penalties

The deadline for filing the CRA T4 and T4A returns is by the last day of February following the taxation year being filed. If you fail to meet the above deadlines, your employer will be liable for a penalty (a minimum penalty of \$100 and a maximum penalty of \$7,500, based on number of slips). You can avoid these penalties by filing by the last day of February, even though you may have to send amendments or corrections at a later date. Note that if the last day of February is a Saturday or Sunday, then the slips are due the next business day.